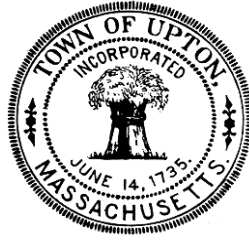


DEPARTMENT OF CODE ENFORCEMENT

Town of Upton



Massachusetts

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**Building Permit Application Checklists**

These checklists are intended to identify the majority of issues to consider in relation to the various kinds of projects. Special circumstances relating to the nature of proposed construction or location of the project may require additional considerations.

**Installation of New Siding, Roofing, Windows or Stairs**

1. Complete the Building Permit Application and submit for review.
2. Work may begin once the permit is signed and permit is properly posted.

**Finish Basement /Interior Remodeling**

1. Complete Floor Plan
2. Have the Floor Plan reviewed and signed by the Fire Department
3. Check with the Code Enforcement Department to see if you need to complete a Masscheck Energy Audit Form (Contractor or Building Supply Company may complete)
4. If project will add a bedroom or bedrooms as defined by Title 5, obtain a copy of the septic system plan and have the Board of Health review for adequacy of existing system: if the Board of Health requires system improvements obtain the necessary plan from a qualified engineer to be then reviewed and approved by the Board of Health.
5. If the purpose of the project is to convert a dwelling to a two-family dwelling or to accommodate a home occupation, apply for and secure any necessary Board of Health and/or Zoning Board of Appeals approvals.
6. Complete a Building Permit Application Form and submit to the Code Enforcement Department.

**Addition to Existing Structure**

1. Determine which zone the property is located in to determine what the required setbacks are for your project. Code Enforcement staff may assist with this if you are uncertain.
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2. Obtain a copy of a certified plot plan
3. Obtain a copy of the Septic System Plan, if applicable, to assure location of addition to existing structure will meet required setbacks. If a bedroom/bedrooms are to be added, refer to item 4 above.
4. Use the plot plan to show the location and dimensions of the proposed addition
5. If a new driveway and entrance from the street is part of the project, a driveway permit must be obtained from the DPW.
6. If any work on the proposed structure will occur within 100 feet of any wetlands obtain any necessary Conservation Commission approvals.
7. If the purpose of the project is to convert a dwelling to a two-family dwelling or to accommodate a home occupation, apply for and secure any necessary Board of Health and/or Zoning Board of Appeals approvals.
8. Complete Structural Plan
9. Have Structural Plan reviewed and signed by the Fire Department
10. Complete Masscheck Energy Audit Form (Contractor or Building Supply company may complete)
11. Complete Building Permit Application Form and include appropriate licensing information as well as Certificates of Insurance

### **Accessory Structure (Garage, Barn, Shed, Portable Structures)**

1. Determine which zone the property is located in to determine what the required setbacks are for your project. Code Enforcement Staff may assist with this if you are uncertain.
2. Obtain a copy of a certified plot plan
3. Obtain a copy of the Septic System Plan, if applicable, to assure location of structure will meet required setbacks.
4. Use the plot plan to show the location and dimensions of the proposed structure; check for compliance with Zoning Bylaw setbacks, as well as building height limitations. If the project does not meet the requirements either redesign to comply or obtain a variance from the Zoning Board of Appeals.
5. If any work related to the proposed structure will occur within 100 feet of any wetlands obtain any necessary Conservation Commission approvals.
6. Complete Structural Plan
7. Have the Structural Plan reviewed and approved by the Fire Department.
8. Complete the Building Permit Application and submit with appropriate licensing information and Certificates of Insurance

### **Swimming Pool**

1. Determine which zone the property is located in to determine what the required setbacks are for your project. Code Enforcement staff may assist with this if you are uncertain.
2. Obtain a copy of a Certified Plot Plan
3. Obtain a copy of the Septic System Plan, if applicable, to assure the location of structure will meet required setbacks.
4. Use the plot plan to show the location and dimensions of the proposed pool

5. If any work related to the proposed structure will occur within 100 feet of any wetlands obtain any necessary Conservation Commission approvals
6. Complete Frame Structural Plan
7. Complete Building Permit Application and submit with appropriate licensing information and Certificates of Insurance

### **Fences Over Six Feet Tall or Retaining Wall Over Four Feet Tall**

1. Determine which zone the property is located in to determine what the required setbacks are for your project. Code Enforcement staff may assist with this if you are uncertain.
2. Obtain a copy of a Certified Plot Plan
3. Obtain a copy of the Septic System Plan, if applicable, to assure the location of structure will meet required setbacks.
4. Use the plot plan to show the location and dimensions of the proposed pool
5. If any work related to the proposed structure will occur within 100 feet of any wetlands obtain any necessary Conservation Commission approvals
6. Complete Frame Structural Plan
7. Complete Building Permit Application and submit with appropriate licensing information and Certificates of Insurance

### **Demolition of Existing Structures**

1. Determine whether the structure is subject to the Demolition Delay Bylaw. Information is available in the Code Enforcement Office.
2. Obtain necessary releases from gas, electric, water, sewer and telephone utility providers confirming said utility services have been properly disconnected
3. Obtain DIGSAFE Number for Permit Application
4. Determine what contractor and Debris Disposal Company will be used.
5. Complete Permit Application and include appropriate Contractor licensing and insurance forms
6. If the structure to be demolished is a commercial property, an asbestos survey by a licensed asbestos removal contractor is required. For residential properties, the Board of Health requires Mercury containing devices (such as thermostats) to be recycled, septic systems to be properly abandoned and asbestos removed if present. The Board of Health staff must conduct a pre-demolition inspection.
7. Work on project may begin following signing of Application Form by all involved Review Boards as well as the Building Inspector and contacting of DIGSAFE at least 24 hours before the start of any demolition.